

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: POLICE TRAINING COORDINATOR

DEPARTMENT: POLICE

BASIC FUNCTION:

Under general supervision, perform a variety of complex, technical and administrative duties in support of the Police Department training function.

DISTINGUISHING CHARACTERISTICS:

This position is expected to exercise initiative and independent judgment in carrying out a variety of assignments within established guidelines, including providing technical support to the police training function, assisting in the recruitment, background and training efforts for incoming personnel, and performing other related responsibilities as assigned.

KEY RESPONSIBILITIES:

Monitor and maintain all training records for each department employee in automated database; monitor POST (Peace Officer Standards and Training) mandates to ensure compliance; ensure all employees are informed of potential non-compliance situations.

Coordinate department employee attendance at POST and other training courses including but not limited to registration, travel logistics, expense reimbursement, and completion certification.

Participate in recruitment, selection and background activities, including but not limited to: proctoring examinations, performing background checks, and maintaining required records and files.

Identify training needs and arrange training, including venue, schedule and presenter.

Develop, organize, coordinate, and implement in-house training programs, including interactive media, for all department employees.

Assist department subject matter experts in the development of course outlines and presentation materials.

Identify, research and recommend appropriate training equipment and technology.

Instruct department trainers in adult learning theories and presentation techniques.

Research and write department training bulletins.

Advise command staff on training trends and potential training liabilities.

Monitor actual costs versus budget; report and explain variances.

Establish and maintain liaison with other agencies and private employers to develop training sources.

Represent department at county and state training meetings.

Oversee the cataloging and maintenance of all reference library materials.

Perform other related work as assigned.

QUALIFICATIONS:

Knowledge of:

Course development, training techniques and presentation applications

Interactive training techniques and products

Modern office methods, including the use of databases and other office applications

Basic law enforcement organizations, activities, terminology, practices and regulations highly desirable

Ability to:

Maintain accurate database of training information

Work cooperatively with others

Exercise independent judgment and decision-making

Work independently

Organize work and meet deadlines

Communicate clearly and concisely, orally and in writing

Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities include:

College level coursework in human resources management, business administration, organization development or closely related field, and

Two years of progressively responsible administrative experience involving training functions.

Completion of Post Training Coordinator's Course.

Possess a California Notary license or be eligible to obtain the license after employment.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

This position is typically situated in an office setting requiring no unusual physical requirements. The incumbent will be required to attend various meetings in off-site locations and must be able to drive or transport themselves.

DATE APPROVED: 3/2007